

AsADWG Meeting Minutes, May 8th 2002
Schramm Conference Room

Attending: YiXiang Duan, Rashii Iyer, J.C. Laul, Bob Lin, Jamaludin Mohd-Yusof, Jasmime Pan, Karen Pao, Min Park, Hsing-Lin Wang, Danny Valdez (DVO Liason).

Agenda:

- Report on meeting with Victor Gavron
- Preparation for Mr. Sam Chu Lin's visit
- Recruitment and Retention Subcommittee reports

Meeting was called to order at 3pm.

1. Danny Valdez (DVO Liason) updates us on the plans for Sam Chu Lin's visit on May 15th. Lunch w/ Tom Meyer; Tour of Bradbury Museum. He is doing research on the API community. looking for positive stories about API contributions to the LANL community. Min wants to develop positive relationships with him. He plans to stay in SF, leaving 3:40 pm the following day.

- Lunch with Tom Meyer and Ping Lee 12:00-1:30
- Bradbury Museum 1:30-3:00
- Meet AsADWG 3:00-4:00
- B-division Tour 4:00-5:00
- Dinner at Origami 5:30 -

The information will be advertised on the LANL website and through posters.

2. Rashii reports on May Heritage Month API Picnic. It will be postponed to June because of conflict with Memorial Day weekend. The email has already been sent to inform the API community. She is looking into sponsorship to reduce the work needed and increase participation (LANB?). Possibility of 'theme' for each picnic if it is made an annual event. Identify contacts within each community to solicit participation.
3. Recruitment: Karen presents an overview of the meeting with Victor Gavron. See the earlier email for more details not listed here. HR has brochures to help with recruiting. Karen will investigate the current state of recruitment materials available. The WG will help to improve these as needed. We will also investigate the availability of training for potential recruiters. Rashii: HR has recruiting booklets for recruiters to study. No data is available for minority percentage breakdown (overall, 24% of the new hires are 'minority').

4. Retention: Min recommends developing a post-doc and LTSM database to facilitate matching candidates with open positions. The question is raised about the degree to which the API candidates will be qualified to fill the available positions (the majority of which require clearance). John Pantano may be a useful contact in HR; also MaryAnne With in the Post-Doc office should be helpful. Hsing-Lin: people leave because of frustration with inability to get work done, not because of promotion, etc. What can the Lab do to retain top-notch staff when they think about leaving? Jasmine presents a Retention Committee Update: Amy Sahota is willing to talk to us about the Tri-Lab retention effort status. Jasmine will forward the subcommittee report to the WG.
5. Jasmine: OCA Meeting is July 24-26th. Jasmine has been invited to attend, not as a WG representative. Other people who wish to go will have to go through OEO/DVO channels. Last year funding was provided by Steve Younger; the funding status this year is unclear. HL: can we use the Press travel funds for this, since it is a recruiting trip? It depends on the defined goal. Min will investigate the funding possibilities.
6. Jasmine: Amy Sahota is willing to budget \$3500 for 1 API to attend the LEAP (leadership training program) in Los Angeles. There is discussion about the choice of candidate; choose from within the group or open it up to the API community; lottery to choose the 'winner'? Proposal: Advertise the LEAP program, and we will sponsor one person to go; any other candidates can also attend if they can obtain funding. All candidates must obtain Division level approval to be eligible for the funds.